

INTRODUCED: October 11, 2021

AN ORDINANCE No. 2021-293

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Project Agreement for Use of Commonwealth Transportation Funds Fiscal Year 2022 between the City of Richmond and the Virginia Department of Rail and Public Transportation for the purpose of receiving grant funds in the amount of \$15,240.00 to fund the City’s commuter assistance mobility marketing project.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney

PUBLIC HEARING: NOV 8 2021 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to execute a Project Agreement for Use of Commonwealth Transportation Funds Fiscal Year 2022 between the City of Richmond and the Virginia Department of Rail and Public Transportation for the purpose of receiving grant funds in the amount of \$15,240.00 to fund the City’s commuter assistance mobility marketing project. The Project Agreement for Use of Commonwealth Transportation Funds Fiscal Year 2022 shall be

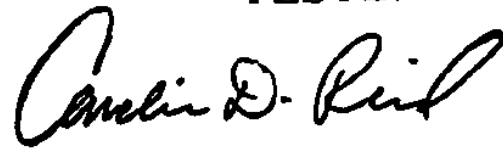
AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:      NOV 8 2021      REJECTED: \_\_\_\_\_      STRICKEN: \_\_\_\_\_

approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

§ 2. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Amelia D. Reed". The signature is written in a cursive style with a large initial 'A'.

**City Clerk**



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**O&R REQUEST**

**DATE:** August 10, 2021 **EDITION:** 2

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor

**THROUGH:** J.E. Lincoln Saunders, Acting Chief Administrative Officer

**THROUGH:** Sheila White, Director of Finance

**THROUGH:** Jason May, Interim Director of Budget and Strategic Planning

**THROUGH:** Robert Steidcl, Deputy Chief Administrative Officer

**FROM:** Bobby Vincent, Director of Public Works

**SUBJECT:** TO AUTHORIZE THE CHIEF ADMINISTRATIVE OFFICER TO ACCEPT FUNDS IN THE AMOUNT OF \$19,050 FROM THE DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION AND TO THE APPROPRIATE THE GRANT FUNDS RECEIVED TO THE FISCAL YEAR 2021-2022 SPECIAL FUND BUDGET BY INCREASING ESTIMATED REVENUES AND THE AMOUNT APPROPRIATED TO THE DEPARTMENT OF PUBLIC WORKS SHARED MOBILITY SPECIAL FUND BY \$15,240 FOR THE PURPOSE OF COMMUTER ASSISTANCE MOBILITY MARKETING PROJECT.

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To amend the FY2022 Special Fund budget, Ordinance 2021-041 and to authorize the Acting Chief Administrative Officer to execute a standard City/State project administration agreement accepting funds in the amount of \$15,240 for the purpose of funding the Commuter Assistance Mobility Marketing Project.

**REASON:** The Department of Rail and Public Transportation (DRPT) annually considers applications for Demonstration Program grant funds in its Six Year Improvement Program. DRPT selected the Commuter Assistance Mobility Marketing Project based on a competitive statewide application process.

**RECOMMENDATION:** Approval is recommended by the City Administration.

**BACKGROUND:** The Office of Equitable Transit and Mobility is seeking to promote Bike to Work Week, Try Transit Day, and Multimodal Day by partnering with GRTC, Ridefinders, and RVA Bike Share to promote the efficiency of in place programs aimed at reduction of single occupancy vehicle use as well as the reduction of greenhouse gas emissions

**FISCAL IMPACT TO CITY/COST:** Local Match of \$3,810 is funded from the OETM shared mobility special fund account.

**FISCAL IMPLICATIONS:** Not accepting these funds will result in the Office of Equitable Transit and Mobility not implementing a Commuter Assistance Mobility Marketing program

**BUDGET AMENDMENT NECESSARY:** Yes,

**REVENUE TO THE CITY:** \$15,240 reimbursable funds

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** September 27, 2021

**CITY COUNCIL PUBLIC HEARING:** November 8, 2021

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Land Use, Housing and Transportation Standing Committee (LUHT) October 19, 2021

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A

**AFFECTED AGENCIES:** Department of Public Works

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Budget Ordinance No. 2021-041

**REQUIRED CHANGES TO WORK PROGRAM(S):** N/A

**ATTACHMENTS:** DRPT Project Agreement, Ord. No. 2021-041

**STAFF:** Dironna Moore Clarke, DPW (646-3074)

**Project Agreement for Use of  
Commonwealth Transportation Funds  
Fiscal Year 2022  
Six Year Improvement Program Approved Project  
Project Number 71422-11**

This Project Agreement by and between the Commonwealth of Virginia Department of Rail and Public Transportation (“Department”) and the City of Richmond (“Grantee”) (collectively, the “Parties”), is for the provision of funding the Project, and is made and entered into on the date this document is signed by the last signing party.

WHEREAS, on February 1, 2021, the Grantee submitted an Application for the Project; and

WHEREAS, the Department has approved funding for the Project; and on June 23, 2021, the CTB allocated funding for the Project; and

WHEREAS, the Parties wish to define the extent of the Project, the responsibilities of the Parties, the manner of performing the necessary work, the method and time of payment, and other terms and conditions associated with the Project.

NOW, THEREFORE, in consideration of the covenants and agreements set forth, and other good and valuable consideration, the sufficiency of which is acknowledged, the Parties agree as follows:

**ARTICLE 1. SCOPE OF WORK, TERM AND BUDGET**

1. Under the terms of this Project Agreement, the Grantee shall:
  - a. Execute work for the Project in accordance with the scope of work and budget items contained in Appendix 2, which is attached and made part of this Agreement.
  - b. Abide by all Governor’s Executive Orders and Centers for Disease Control and Prevention guidance regarding the novel coronavirus COVID-19 and related state of emergency declarations.
  - c. Obtain approval from the Department before developing and implementing marketing, marketing materials, social media messages, events, incentives, contests and challenges, until such time as Virginia’s state of emergency to address the COVID-19 public health threat is lifted.
2. The Department agrees to provide funding as detailed below:
  - a. State grant funding in the amount of \$15,240 for the Project approved in the Fiscal Year 2022 Six Year Improvement Program. Details concerning this funding are contained in Appendix 1, which is attached and made a part of this Project Agreement.
3. The Project Agreement may be amended only upon written agreement of the Parties prior to the Project Expiration Date identified in Appendix 1.
4. The Grantee acknowledges that state grant funding for this grant is subject to appropriation by the General Assembly and allocation by the CTB.

**ARTICLE 2. INCORPORATION OF MASTER AGREEMENT  
FOR USE OF COMMONWEALTH TRANSPORTATION FUNDS**

The Master Agreement for Use of Commonwealth Transportation Funds agreed and executed by the Parties dated June 1, 2020 ("Master Agreement"), is hereby incorporated by reference, as if set out in full herein. Terms not defined in this Project Agreement are defined in the Master Agreement.

IN TESTIMONY THEREOF, the Department and the Grantee have caused this Agreement to be executed, each by its duly authorized officers.

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

By: \_\_\_\_\_  
Director

Date Signed: \_\_\_\_\_

THE CITY OF RICHMOND, VIRGINIA

By: \_\_\_\_\_

Title: Acting Chief Administrative Officer

Date Signed: \_\_\_\_\_

Approved as to Form:

*Ande R.*

**Appendix 1**

**Grantee: City of Richmond**

**Project: Fiscal Year 2022 CAP Project Assistance for the Grantee's Mobility Marketing Project**

**Commuter Assistance Program Project Agreement**

**Project Number: 71422-11**

**Project Start Date: July 1, 2021**

**Project Expiration Date: June 30, 2022**

<b>Fund Code</b>		<b>Item Amount</b>
477	Grant Amount (State share of Project cost - 80%)	\$15,240
1400	Local expense (share of Project cost - 20%)	\$ 3,810
	Total Project Expense	\$19,050

In no event shall this grant exceed \$15,240.



## Appendix 2

### Scope of Work and Budget Detail

Project Number: 71422-11

#### Scope of Work

Under the terms of this Project Agreement and in accordance of the Commuter Assistance Program Project Assistance grant program, the Grantee shall:

- a. Increase the awareness and use of commute options, such as, carpool, vanpool, and transit in the Grantee's service area;
- b. Enter and encourage customers to enter their commute information in the RideFinders/Commute!VA/Agile Mile ridematching system; and
- c. Promote commute options available in the Grantee's service area.

#### Budget Detail

The Grantee may not exceed the budgets below and may not charge expenses not described in the budget detail or charge expenses for a budget category not listed below without prior written approval by the Department.

Advertising & Promotion Media: \$13,125

Marketing of Try Transit Week, Multimodal Week, and Bike to Work Week through digital, broadcast and or print advertising. The Grantee agrees to coordinating marketing efforts with the Department prior to development and implementation.

Promotional Items: \$900

Printing & Reproduction: \$2,625

Incentives for Transit: \$1,200

Incentives must be approved by the Department prior to purchasing and implementing.

Incentives for Bikeshare: \$1,200

Incentives must be approved by the Department prior to purchasing and implementing.

**TOTAL BUDGET: \$19,050**